

~~SECRET~~

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Exhibit "D"

PROPOSED GENERAL PROCEDURE
IF MATS WERE CENTRALLY TYPED

After the raw or semi-finished report has been processed by the Reports Officer in the Branch, the SO or SODB dissemination should be typed using the proposed form for preparing drafts of reports. When the draft has been thoroughly checked by the Reports Officer concerned, properly coordinated and necessary approvals obtained, it should then be forwarded to the Chief of Reports and Requirements Staff for mechanical processing, including typing of mats, proofing and approval; and for submission to RC for final approval, reproduction and distribution. The draft should not be returned to the Branch, except for correction or approval of change, until the mat is ready for forwarding to RC at which time the draft, with SO or SODB number assigned, should be returned to the Branch concerned for suspense action until the reproduced dissemination is received from RC. The draft should then be immediately destroyed.

The typed multilith mat will not be forwarded to the reports officer in the Area Branch for review, but will be sent directly to RC from the Reports and Requirements Staff.

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23